

## **Fleet HRA Introduction**



This Fleet Health Risk Appraisal is a simple-to-administer, PC-based tool designed to educate and motivate Sailors and Marines to adopt healthier lifestyles. It can produce personalized reports for individuals and group reports for Commanders that reflect the most commonly reported lifestyle risks.

This Powerpoint presentation describes the technical aspects of the tool and is intended to assist designated “Administrators” from each command to effectively implement the assessment and subsequently, target their health improvement interventions.

## HRA Overview

- The online HRA is composed of two portions
  - Survey Link
  - Admin Link
- The Survey link
  - Provides the actual survey to be taken
  - Provides a printable personal report to the survey-taker
- The Admin link provides
  - Ability to create survey groups
  - Provides a printable Commander's Report, combining the individual reports from the survey group
  - Downloads demographic data into an excel spreadsheets by survey groups in order to analyze trends
  - Provides aggregate numbers of personnel in the survey group that took the HRA
  - Maintains confidentiality of individuals

This Fleet Health Risk Appraisal (HRA) collects self-reported data on a variety of risk behaviors, those choices which can result in injury or illness or, alternatively, can enhance their health. Survey takers do not enter their names or social security numbers on this assessment! The reliability of this HRA instrument lies in part in its confidential nature. The Participant Report is easy for the individual to read and provides personalized feedback and encouragement to adopt healthy lifestyles. Commander's Reports provide snapshots of commands for the 20 health-related behaviors covered by this tool.

Specified program administrators can examine data that is downloaded into an Excel spreadsheet. Administrators are to avoid using any demographic data to attempt to identify individuals (thru age, gender, etc.) who might be engaging in high-risk behaviors or to label a particular command, group, or division as deficient.

# Administrator Privileges

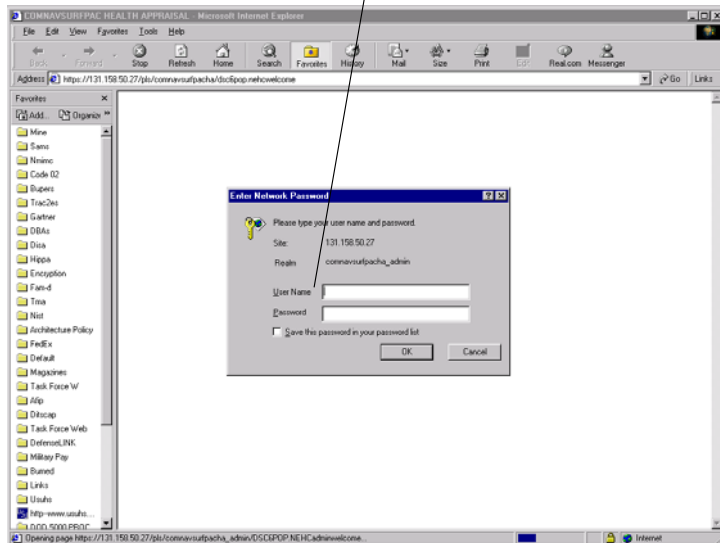
Naval Medical Information Management Center S/390 Enterprise Server Request Form		
Request Type: Services Requested: <i>(Check all that apply)</i>		For NMIMC Use Only
New <input checked="" type="checkbox"/>	MVS <input type="checkbox"/>	Initials: _____
Modify <input type="checkbox"/>	SIDR/SADR <input type="checkbox"/>	Acct: _____
Delete <input type="checkbox"/>	Oracle <input checked="" type="checkbox"/>	Date: _____
	SAS <input type="checkbox"/>	UID: _____
<b>USER INFORMATION*</b>		
*Note: ALL entries are <i>REQUIRED</i> for a request to be processed. PLEASE make sure to include a Middle Initial.		
Name: <u>John</u> P. <u>Jones</u>		
(First) (MI) (Last)		
Title: Mr ( ) Ms ( ) Mrs ( ) Rank: <u>HM1</u>		
UIC: <u>23456</u> Facility Name: <u>USS Franklin</u>		
Job Title/Position: <u>Independent Duty Corpsman</u>		
Department Name: <u>Medical</u> Department Code: _____		
<b>Business Address</b>		
Street: <u>402 Adams Road</u> (Bldg/Room)		
City: <u>Portsmouth</u> State: <u>VA</u>		
Zip: <u>23708</u> Fax: <u>(757) 953-0099</u>		
Phone: (Comm) <u>(757) 953-0000</u> (DSN) <u>377</u>		
E-Mail: <u>jonesjp@mar.med.navy.mil</u>		
<b>Account Sponsor* Certification</b>		
Name: _____ Phone: _____		
E-Mail: _____ Date: _____		
* Your department head/director/special assistant/XO or CG.		
FAX TO: 301-295-3485		

So, who can be an administrator of this tool? Administrators of the Fleet HRA can be any designated unit representative. For example, medical officers, dentists, nurses, Independent Duty Corpsmen, or health educators would all be appropriate unit representatives. The objective in assigning this HRA “Administrator” designation is to ensure that each “administrator” is fully supported by NMIMC and the Navy Environmental Health Center and receives on-going information, support, and guidance on the HRA. There are no special requirements to qualify to be an administrator; approval will occur upon receipt of the Server Request form.

The form can be completed on-line by clicking on the “Server Request” button. The form must then be printed and faxed to NMIMC at the number printed on the bottom of the form.

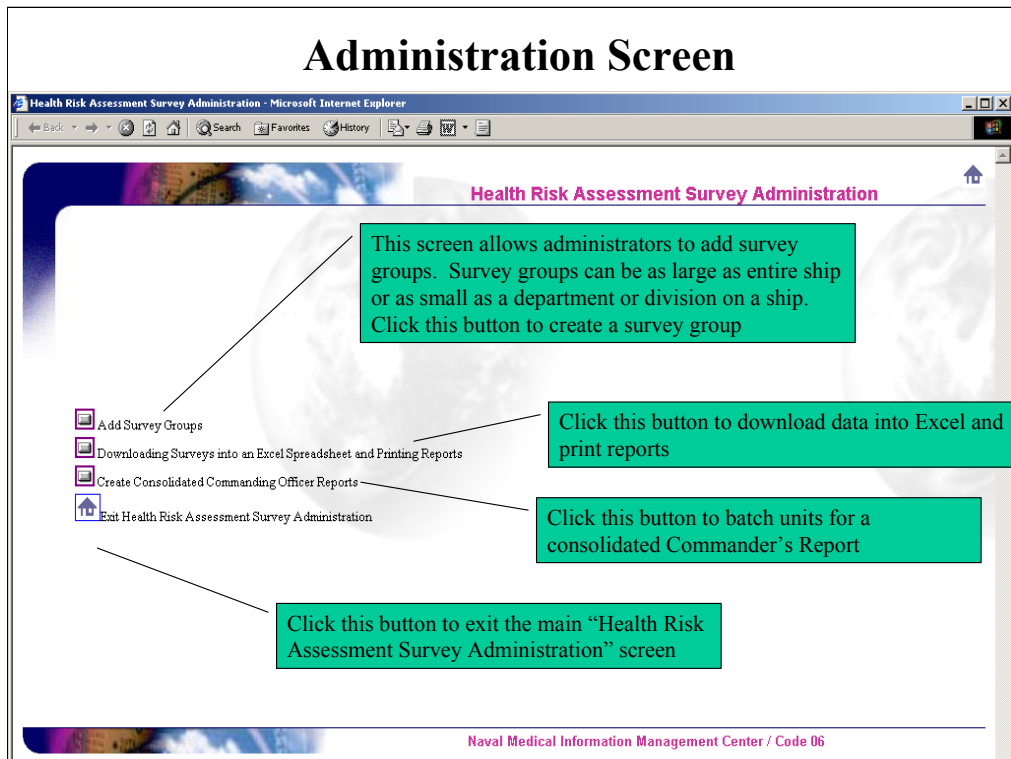
# Administrator LOGIN

To enter the Admin function utility, enter the Username and Password and click okay.



NMIMC will provide a User ID and password to new Administrators along with web links to access both the Administrator and Survey links. Administrators can save these links under “Favorites” on their web browser.

# Administration Screen



Administrators have the ability to create survey groups, examine the data, and produce reports.

The HRA is meant to assess the unit as a whole so that appropriate targeted unit training can be provided.

Administrators can also download aggregate data into an Excel Spreadsheet from this screen and print a Commander's unit report. Multiple commands can also be grouped in a Consolidated Commanding Officer Report.

Clicking on "Add Survey Groups" brings us to the next screen.

# Administrator—Creating Groups

**Add Group - Microsoft Internet Explorer**

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Real.com Messenger

**Groups**

Group Name	Group UIC	Group Division	Group Department
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Submit

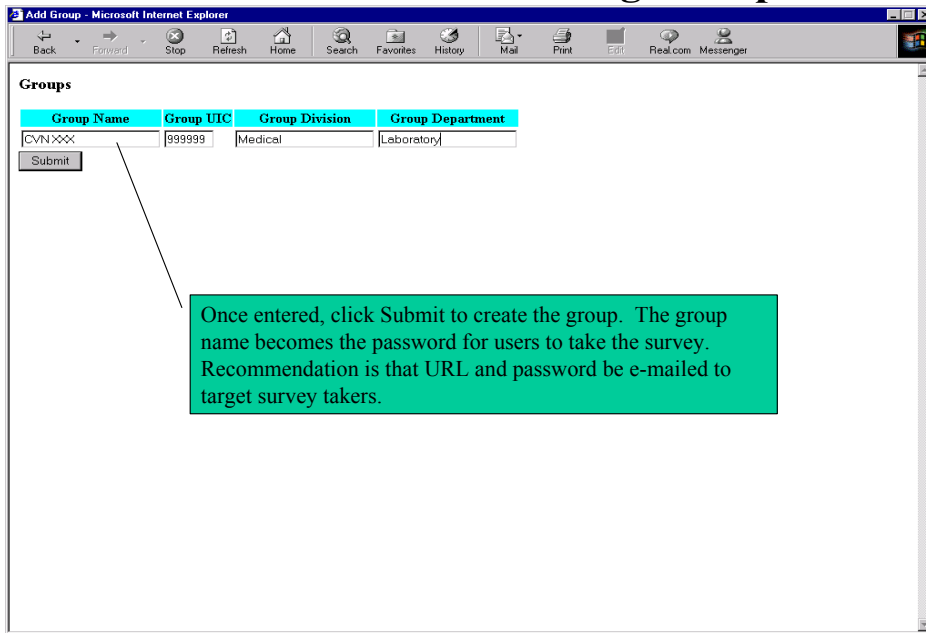
To create a survey group, enter a group name and UIC. Group division and department are optional.

A unique Group Name and UIC are mandatory fields. The group division and department are optional. A year group, e.g., 2002, 2003, 2004, can be added as a suffix to the group name in order to track the same unit over time, e.g. CVNXXX\_02.

A unique Group Name can be any word(s) that describes that group. More than one Group can be created for a UIC, but will typically be the Command name. Administrators can create a “test group” before administering the tool to all assigned personnel.

The administrator will instruct unit members to use that Group Name to log on to the program.

# Administrator—Creating Groups



**Groups**

Group Name	Group UIC	Group Division	Group Department
CVNXXX	999999	Medical	Laboratory

Submit

Once entered, click Submit to create the group. The group name becomes the password for users to take the survey. Recommendation is that URL and password be e-mailed to target survey takers.

Once entered, click SUBMIT to create a group. Again, the group name becomes the password for users to log onto the survey. The unit's HRA Administrator will notify users of the process for taking the HRA, and can e-mail the URL and password to target survey-takers who are not in the local area. The HRA can be taken from any personal PC.

# Survey Groups Screen

**Administration screen for groups - Microsoft Internet Explorer**

**Survey Groups Screen**

Group Name	Group Uic	Group Division	Group Department	Delete	Number of Completed Surveys
CVN XXXX	999999	MEDICAL	LABORATORY		0

Add Another Group

Exit Groups Administration

The created survey group and any existing survey groups will be identified on this screen.

Self explanatory, allows the creation of additional survey groups. Again, the group name becomes the password for the accessing the HRA.

Click this button to return to the main "Health Risk Assessment Survey Administration" screen.

All groups that have been created by the Administrator will be displayed on this "Groups" screen. Additional groups can also be created from this screen. The delete function has been disabled—Unit administrators should not need this function.






# Survey Groups Screen

Administration screen for Download / Reports - Microsoft Internet Explorer

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Real.com Messenger

### Groups

Group Name	Group UIC	Group DIVISION	Group DEPARTMENT	Download	Commanding Officer Report	Number of Completed Surveys
CVN XXXX	999999	MEDICAL	LABORATORY			0

 Exit Survey Download Administration

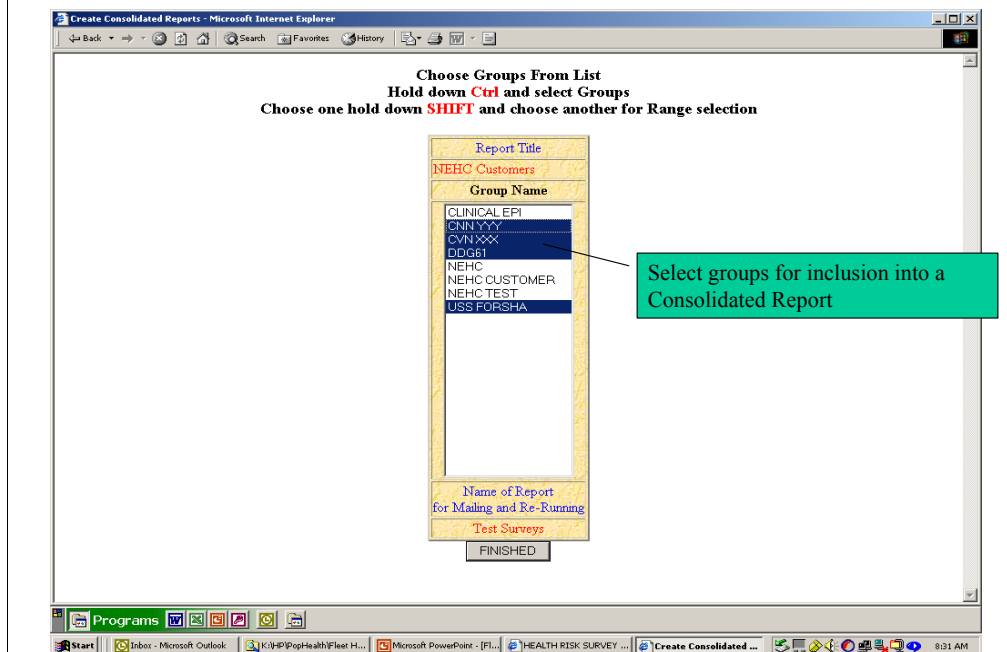
Allows the Administrator to download the survey information to an excel spreadsheet

Allows the Administrator to see the Commanders Report of all survey takers in the survey group

Shows the number of survey takers within the survey group who have completed the assessment

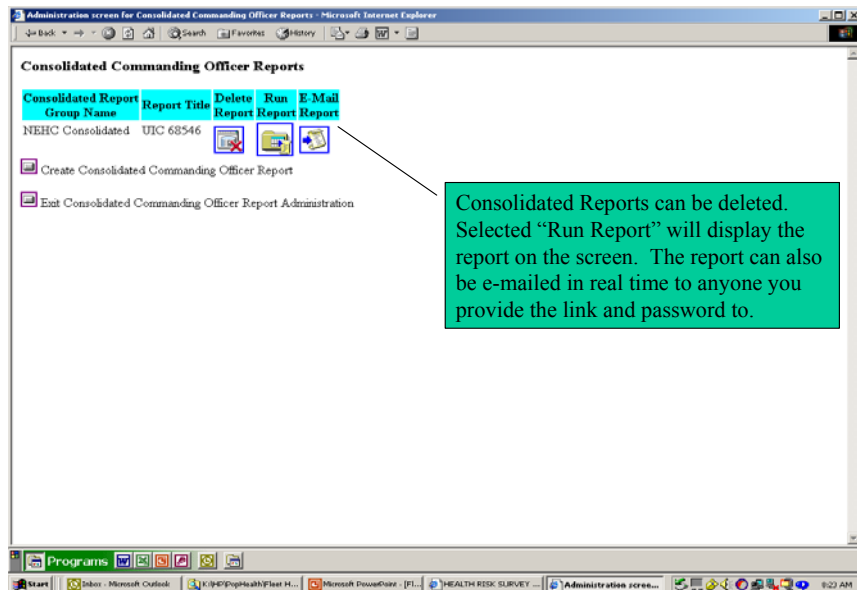
This screen also allows Administrators to download survey information to an Excel spreadsheet. Administrators can produce a Commander's Report. The number of surveys taken within each group is also displayed here.

# Administrator—Consolidated Groups



From the Administration screen, click “Create Consolidated Commanding Officer Reports” to combine units into a consolidated report. After the Administrator designates a “Report Title” and “Name of Report” for mailing and re-running the report, he or she is presented with a list of groups from which the consolidated report will be made. After selecting groups for the consolidated report, click on “FINISHED”.

## Administrator—Consolidated Groups



The consolidated report is now saved. Unlike unit reports, consolidated reports can be deleted. The Report can be run and will appear like any other command report on your computer screen, except that it will contain multiple groups. The Consolidated Report can also be E-MAILED, a dynamic link that will provide real time survey statistics run by anyone you mail the link and password to. The link's password is your USERID combined with the saved REPORT NAME. The recipient merely re-types this name to log on. (If the consolidated report is deleted the password will no longer work.)

# HRA Participant LOGIN Screen

HEALTH RISK SURVEY Login Screen - Microsoft Internet Explorer

HEALTH RISK SURVEY Login Screen

Welcome

PRIVACY ACT STATEMENT

**AUTHORITY:** 10 U.S.C., 8013

**PURPOSE:** To collect health related information from military personnel.

**ROUTINE USES:** To assess health lifestyles and risk factors related to disease and injury.

Responses from these questionnaires can be analyzed in combination with responses from other participants with results listed in summary form only, therefore, no individuals will be identifiable. If you wish to share this information with your Senior Medical Department Representative and receive individual counseling, you can print this report and take it to your medical department where it will be treated as privileged information.

**DISCLOSURE:** Completion of this form is highly desirable, but not mandatory.

Completion of this form is designed for your benefit, but will also help determine health promotion efforts, as a baseline needs assessment and help evaluate effectiveness of health promotion programs. General information may be disclosed to publish statistical trends in health status indicators over time. No individuals will be identifiable.

Please enter your supplied group ID

CVNXXX

LOGIN

Need Help?

Click Here to E-Mail [John R. Welland](#)

Naval Medical Information Management Center / Code 06

Survey-takers merely enter the group name supplied by the Administrator and click LOGIN. There is no entry of name or social security number.

# HRA Questionnaire Screen

HEALTH RISK SURVEY - Microsoft Internet Explorer

**HEALTH RISK SURVEY**

Age:  Sex:  Rank/Rate:  Service:

Race/Ethnicity:  Height:  FEET  INCHES Weight:  POUNDS

1. Would you say that your health in general is ...  
☐ a. Excellent  
☐ b. Very good  
☐ c. Good  
☐ d. Fair  
☐ e. Poor

2. Do you currently smoke cigarettes, cigars, or pipes?  
☐ a. Every day  
☐ b. Most days  
☐ c. Some days  
☐ d. Not at all

3. Do you currently use smokeless tobacco?  
☐ a. Every day  
☐ b. Most days  
☐ c. Some days  
☐ d. Not at all

4. How many alcoholic beverages do you have during a typical day when you drink alcohol? (One drink = 12 ounces of regular beer, 5 ounces of wine, 1.5 ounces of 80-proof distilled spirits)  
☐ a. 5-6  
☐ b. 3-4  
☐ c. 1-2  
☐ d. Not applicable, I do not drink

5. How often do you typically drink 5 or more alcoholic drinks at one sitting?  
☐ a. Often  
☐ b. Sometimes  
☐ c. Rarely  
☐ d. Never  
☐ e. Do not know

6. How often do you drive when perhaps you have had too much to drink?  
☐ a. Often  
☐ b. Sometimes  
☐ c. Rarely  
☐ d. Never  
☐ e. Do not know

7. Do you use a seat belt when you drive or ride as a passenger?  
☐ a. Always  
☐ b. Most of the time  
☐ c. Sometimes  
☐ d. Rarely  
☐ e. Never

8. Do you wear a helmet when you ride a motorcycle, all-terrain vehicle, or bicycle?  
☐ a. Always  
☐ b. Most of the time  
☐ c. Sometimes  
☐ d. Rarely or never  
☐ e. Does not apply to me

9. How often do you use the safety equipment recommended for your job? (e.g., hearing and vision protection, respirators, barriers, and other safety devices)  
☐ a. Always  
☐ b. Most of the time  
☐ c. Sometimes  
☐ d. Rarely or never  
☐ e. Does not apply to me

10. In general, how satisfied are you with your life? (e.g., work situation, social activity, accomplishing what you set out to do)  
☐ a. Very satisfied  
☐ b. Mostly satisfied  
☐ c. Somewhat satisfied  
☐ d. Not satisfied

11. How often do you feel that your work situation is putting you under too much stress?  
☐ a. Always  
☐ b. Most of the time  
☐ c. Sometimes  
☐ d. Rarely  
☐ e. Never

12. Do you have someone to talk to when you are feeling lonely or in need of help?  
☐ a. Always  
☐ b. Most of the time  
☐ c. Sometimes  
☐ d. Rarely  
☐ e. Never

13. Do you participate in spiritual practice?  
☐ a. Yes  
☐ b. No

Microsoft Internet Explorer  
 Welcome to the Health Appraisal Survey. Please answer all the Questions.

Screen seen upon logging on to the HRA

Demographic data is entered by clicking on drop-down menus and selecting the appropriate data. There is one question on self-perception of their health and 20 questions on lifestyle health choices, selected by Point-and-Click.

# HRA Questionnaire Screen--SUBMIT

**5 HEALTH RISK SURVEY - Measures Inherent Endpoints**

9. Sometimes do you use fire safety equipment recommended for your job? (e.g., hearing and vision protection, respirators, barriers, and other safety devices)

☐ a. Always ☐ b. Most of the time ☐ c. Sometimes  
☐ d. Rarely or never ☐ e. Does not apply to me

10. In general, how satisfied are you with your life? (e.g., work situation, social activity, accomplishing what you set out to do)

☐ a. Very satisfied ☐ b. Mostly satisfied ☐ c. Somewhat satisfied  
☐ d. Not satisfied

11. How often do you feel that your work situation is putting you under too much stress?

☐ a. Always ☐ b. Most of the time  
☐ c. Sometimes ☐ d. Rarely ☐ e. Never

12. Do you have someone to talk to when you are feeling lonely or in need of help?

☐ a. Always ☐ b. Most of the time  
☐ c. Sometimes ☐ d. Rarely ☐ e. Never

13. Do you participate in spiritual practice?

☐ a. Yes ☐ b. No

14. When you engage in sexual activity, how often do you or your partner use a condom?

☐ a. Always or almost always  
☐ b. Frequently  
☐ c. Sometimes  
☐ d. Rarely or never  
☐ e. Does not apply to me

15. How often do you usually do at least 30 minutes of non-stop aerobic activity? (e.g., vigorous exercise that greatly increases your breathing and heart rate such as running, fast walking, biking, swimming, rowing)

☐ a. 5 or more times a week  
☐ b. 4 times a week  
☐ c. 3 times a week  
☐ d. 1 or 2 times a week  
☐ e. Rarely, or only twice per year

16. How often do you usually do at least 30 minutes of vigorous muscle-building exercises? (e.g., sit-ups, pushups, weightlifting, manual labor)

☐ a. 5 or more times a week  
☐ b. 4 times a week  
☐ c. 3 times a week  
☐ d. 1 or 2 times a week  
☐ e. Rarely, or only twice per year

17. How often do you eat high-fat foods? (e.g., hamburgers, hot dogs, pizza, French fries, fried chicken, whole milk, cheese)

☐ a. At every meal ☐ b. At least once a day ☐ c. 3-5 days a week ☐ d. Less than 3 days a week ☐ e. Rarely or never

18. About how many servings of fruits and/or vegetables do you usually eat each day?

☐ a. 5 or more ☐ b. 3-4 ☐ c. 1-2 ☐ d. None

19. Do your gums bleed when you brush your teeth?

☐ a. Rarely or never ☐ b. Sometimes ☐ c. Usually or always

20. How often do you brush your teeth with a fluoride toothpaste?

☐ a. Daily ☐ b. Almost every day ☐ c. Once or twice a week ☐ d. Rarely or never

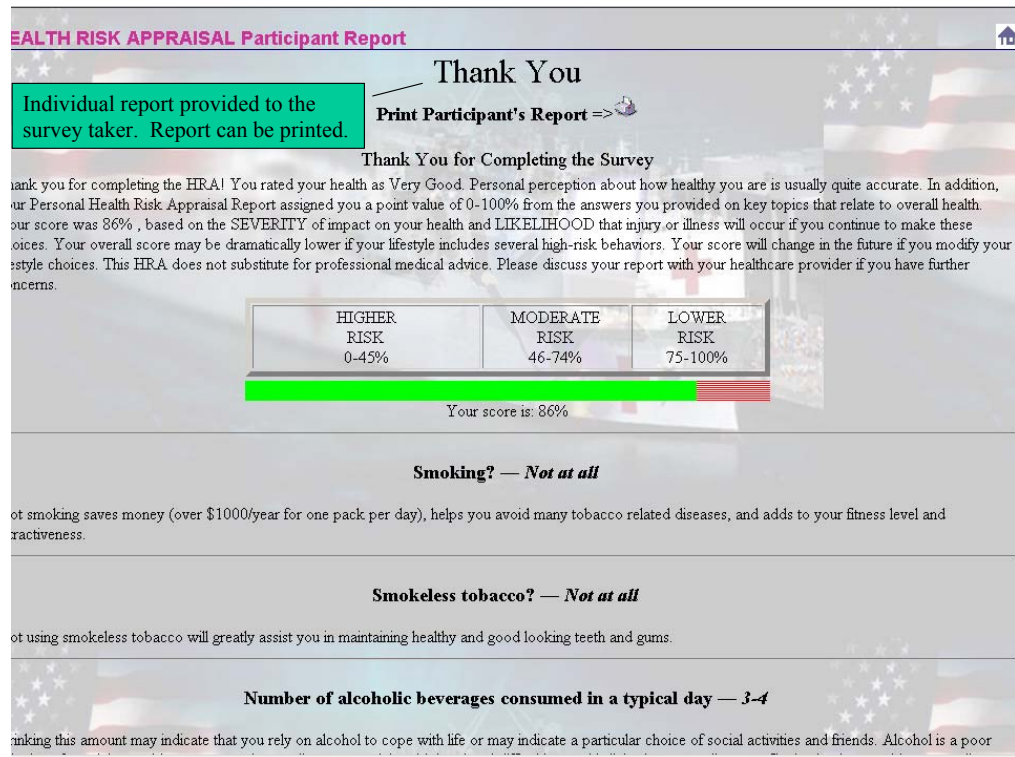
21. How many hours of sleep do you usually get each day?

☐ a. 9 hours or more ☐ b. 8 hours ☐ c. 7 hours ☐ d. 6 hours or less

**FINISHED**

Survey takers must complete all questions before the survey will allow you to finish. Immediate feedback is provided to the survey taker in the form of a personal report upon clicking on finish. Raw data is aggregated by survey group.

The survey takes about two minutes to complete. After clicking on FINISHED, a report will be generated in a few seconds.



The report begins with a general description of the impact on health from lifestyle risk behaviors. A bar graph displays the member's overall score, based on a scale of 0-100%. Each participant response is assigned a point value: positive, negative, or zero points. Each member's response is rated, based on two factors:

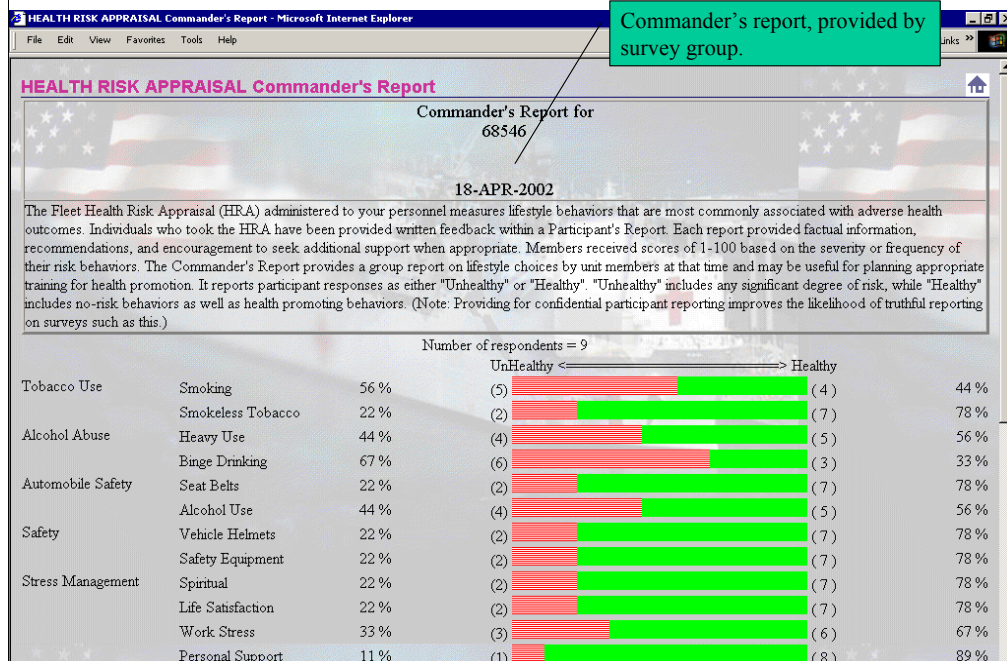
FREQUENCY of behaviors and SEVERITY of potential outcomes. Some responses heavily penalize members, e.g., if they respond to driving "often" while intoxicated or for smoking "every day", they lose 6 points. Members can also gain points for health-enhancing behaviors, such as consuming 5 or more fruits and vegetables per day (+2 points).

The point values are admittedly arbitrary, but an overall poor score will reflect multiple risk categories, which has been associated with greater frequency of adverse health outcomes. Members can score anywhere from zero to 100%. The use of 100 points and a bar graph is merely meant to assist members in visualizing their results in terms with which they are familiar.

The Participant Report provides each member with feedback that includes some information on relative risk and specific health consequences of certain behaviors; it also reinforces positive lifestyle choices. Many recommendations for healthier choices are also provided.

Survey-takers choose whether or not to print their personal reports or to exit the program. Once they've exited the program, no one can access the Participant Report again.

# Commander's Report by Survey Group



The Commander's Report provides a consolidated group report on lifestyle choices by command personnel and can be useful for targeting training that is specific to identified personnel risk behaviors within the command. The Commander's Report portrays participant responses as either "Unhealthy" or "Healthy" lifestyle choices. "Unhealthy" includes any significant degree of risk, while "Healthy" includes behaviors that pose "no-risk" as well as health promoting behaviors. Both a percentile and a discrete number of healthy and unhealthy responses are given for each question; the proportion of the bar designated as unhealthy is colored red; the healthy proportion is colored green.



## Summary



The Fleet HRA is designed to enhance Force Health Protection. It is a tool designed for the Sailor and Marine rather than for medical personnel. It encourages personnel to examine those lifestyle choices they are making which present real potential for illness and injury. It provides concrete recommendations for lifestyle improvement in a non-threatening way and encourages personal responsibility. It provides the Commanding Officer with clear information on the status of the unit and provides information for planning appropriate training.